

# Marion County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Equipment and Supplies Leasing and Renting</b>	Descriptor Code: <b>3.301</b>	Issued Date: <b>04/24/01</b>
		Rescinds: <b>3.301</b>	Issued: <b>12/15/97</b>

- 1 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties
- 2 in whose name the equipment is lent or rented will be responsible for any damage to the equipment.
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- 4 Staff members may borrow school equipment and materials at no cost when such use is related to their
- 5 employment.
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- 7 Students may borrow school equipment and materials at no cost when used in connection with their studies
- 8 or extracurricular activities.
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- 10 The general public may rent audio-visual equipment such as movie, filmstrip or public address systems
- 11 when requested by responsible parties or organizations.
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- 13 Staff members borrowing school equipment for personal use will be subject to the same regulations,
- 14 including fees, as for non-school usage.
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- 16 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop
- 17 tools), and cleaning and maintenance equipment are not for personal use by anyone.
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- 19 The principal shall establish proper controls to assure the return of all borrowed and rented equipment.
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- 21 The Board will approve and periodically review a rental fee for the use of school equipment.
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